

Date: 21 January 2021
Our reference: N/20/3179

Dear Requestor

RE: Freedom of Information Request

With reference to your request for information I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information that you have requested. A response to each part of your request is below.

Please note, as of 1st April 2020 the following Clinical Commissioning Groups (CCGs), NHS Mansfield & Ashfield CCG, NHS Newark & Sherwood CCG, NHS Nottingham City CCG, NHS Nottingham North & East CCG, NHS Nottingham West CCG and NHS Rushcliffe CCG, merged to become NHS Nottingham and Nottinghamshire CCG. More information around the new NHS Nottingham and Nottinghamshire CCG can be found on our website - <https://nottsccg.nhs.uk/about-us/our-ccg/>

In the request you asked:

I am a student at the Anglian Ruskin University, London, where I am currently studying for a Masters in Business Administration (Health & Social Care). As part of my final year dissertation, I am required to research into **workforce development and training education in NHS organisations**, including any **integrated human talent management** provisions that may exist in such organisations. I will be grateful if you are able to release for the purpose of this research, any held document pertaining to workforce development and training education and other integrated human resource/talent/staff management document in your organisation that may be helpful to successful completion of the afore stated research.

Further information on the research is provided in the appended sections of the **attached document** which includes a tick box for consenting to release the required document and a **letter template** which can be used by the gatekeeper/Caldicott guardian to officially release the requested document.

Can I politely note to you that, the authorities at the University where I am studying for the Masters programme have set a deadline date of Mid-January 2021 to obtain the gatekeeper permission from the different organisations approached, and I therefore look forward to your assistance to meeting this deadline.

A streamlined list of public sector organisation document I will be looking forward to include:

- High level strategy and policy documents on workforce planning for the wider Trust
- In-work educational programme document such as supports qualified NHS-Admin talents to up-skill for office capabilities such as 'Business Support Manager' as part of departmental management supported Business Apprenticeships.
- Implementation of leadership programme from board to base supporting the development of capability and continuous improvement (particularly in-line with completing reflection and efficiency reviews)
- Case study of anonymised talent supported within a department such as the Gastroenterology department, including period of service commitment to qualify for any such apprenticeship will also be appreciated, unless otherwise exempt under section 40 of the FOI Act.
- Document to support Trust Vision and long term direction
- Document to support facilitated investment in health workforce mobility and any budgeting & accountability agreements
- Document to support health-labour market monitoring such as transparency in outsourcing for reference contracts equitable to guided framework for Clinical Commissioning Group-processing on senior appointments.
- Implementation of talent management agenda linking performance management and to pay and reward (particularly in-line with the 9-box model for senior managers development)

And particularly, any contingent planning document re-focused against disruptive business environment such as COVID-19, in line with Health Research Authority prioritised urgent review of COVID-19 studies. <https://www.hra.nhs.uk/planning-and-improving-research/research-planning/student-research/>

In response to your request above please see attached documents listed below.

- OD Strategy with OD Plan plus updated OD Timeline
 - *J13445 – OD Strategy (version 14) – combined*
 - *OD Timeline – Version 13b (221020)*
- Draft LED policy with attachments
 - *LED Policy 2019 – Version 7.1*
 - *LED Funding Application Form and Equality Monitoring Form – Version 7.0*
 - *Entry Level Apprenticeship Funding Application Form – Version 3.1*
 - *LED ... What Is Available – Version 4.0*
- Draft outline of the Middle Management Programme
 - *CCG MMD Programme – Version 2*
- A PowerPoint presentation with most OD offers
 - *LED ... What Is Available – Version 4.0*
- Apprenticeship info. - in respect of which types of apprenticeships are being supported/funded
 - *LED ... What Is Available – Version 4.0*
- Team Development Offer
 - *Team Offer – Version 4*
- A screen shot of our OD pages regarding nursing and midwifery OD offers
 - *N&M Development Offers*
- A screen shot of our OD pages regarding the Quality/Business Improvement offers
 - *Quality and Business Improvement Offers*
- A screen shot of our ESR Learning courses
 - *ESR Learning Courses*
- ICS leadership programme outline
 - *ICS Senior Leadership Programme 2019 to 2020*
- The L&D Webinars calendar for a 12-month period (runs Nov 2020 to Oct 2021)
 - *CCG Webinar Calendar 2020 to 2021 – Version 6*
- Appraisal Paperwork (including the competency framework)
 - *Appraisal Form for 2020 to 2021 – Version 2.0*
 - *CCG Competency Framework – Version 7.1*
 - *Section 1 ~ Objective & Standard Setting Form (also used for 121s)*

If you are unhappy with the way in which your request has been handled, NHS Nottingham and Nottinghamshire Clinical Commissioning Group have an internal review procedure through which you can raise any concerns you might have. Further details of this procedure can be obtained by contacting Lucy Branson, Associate Director of Governance via lucy.branson@nhs.net or by writing to NHS Nottingham and Nottinghamshire CCG, 1 Standard Court, Park Row, Nottingham, NG1 6GN.



If you remain dissatisfied with the outcome of the internal review, you can apply to the Information Commissioner's Office, who will consider whether the organisation has complied with its obligations under the Act, and can require the organisation to remedy any problems. Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by NHS Nottingham and Nottinghamshire Clinical Commissioning Group formerly known as NHS Mansfield and Ashfield Clinical Commissioning Group, NHS Newark and Sherwood Clinical Commissioning Group, NHS Rushcliffe Clinical Commissioning Group, NHS Nottingham West Clinical Commissioning Group, NHS Nottingham City Clinical Commissioning Group and Nottingham North and East Clinical Commissioning Group. You can find out more about how to do this, and about the Act in general, on the Information Commissioner's Office website at: <https://ico.org.uk/for-the-public/>

Complaints to the Information Commissioner's Office should be sent to: FOI/EIR Complaints Resolution, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone 0303 123 1113 or report a concern: <https://ico.org.uk/concerns/>

Yours sincerely

Freedom of Information Officer on behalf of *NHS Nottingham and Nottinghamshire Clinical Commissioning Group formerly known as NHS Rushcliffe Clinical Commissioning Group, NHS Nottingham West Clinical Commissioning Group, NHS Nottingham City Clinical Commissioning Group, NHS Nottingham North and East Clinical Commissioning Group, NHS Mansfield and Ashfield Clinical Commissioning Group and NHS Newark and Sherwood Clinical Commissioning Group.*

notts.foi@nhs.net

All information we have provided is subject to the provisions of the Re-use of Public Sector Information Regulations 2015. Accordingly, if the information has been made available for re-use under the [Open Government Licence](#) (OGL) a request to re-use is not required, but the license conditions must be met. You must not re-use any previously unreleased information without having the consent of NHS Nottingham and Nottinghamshire Clinical Commissioning Group. Should you wish to re-use previously unreleased information then you must make your request in writing (email will suffice) to the FOI Lead via notts.foi@nhs.net. All requests for re-use will be responded to within 20 working days of receipt.

